

Date of Application: _____

Business Name: _____

Location of Cart: _____

**City of Harrisburg
Street Vendor / Caterer Health License**

A Health License is required for all food and beverage vendors in the City of Harrisburg. Street Vendors: **Must do business in the City 30 or more days per year.** A license is good for one stand/cart. Each stand/cart must have a valid health, general/vendor and mercantile license(s).

Any food service provider not located within the City limits; proof of a health license and copy of your most recent health inspection from your local authority must be attached. This must be provided on an annual basis with your license renewal.

Type E Health License: \$75.00 (Z) + Application Fee: \$25.00 = \$100.00
(Make Check or Money Order Payable to “City Treasurer”)

Business Name

Business Address City State ZipCode

Mailing Address (*If different than above*) City State ZipCode

Owner's Name

Owner's Address City State ZipCode

Mailing Address (*If different than above*) City State ZipCode

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Owner's Telephone #

()

Cell Phone #

Street Vendor ONLY: If the individual operating the business is not the owner, the following must be completed:

Manager's Name

Daytime Phone #

Evening Phone #

This is to notify you of mandatory inspections pursuant to the Harrisburg City's adopted Health Code.

A sketch or picture of cart with a list of all equipment must accompany this application.

- All carts & equipment must be listed as commercial food service equipment.
- All vendors are required to have potable water, the ability to warm water for utensil washing, soap & towels for hand washing and an approved sanitizing solution with test strips.
- Appropriately equipped heating and refrigeration units capable of holding hot food at over 140 degrees and cold foods at below 42 degrees for refrigerated foods and 0 degrees for frozen food. Thermometers are required in each storage unit.

As an attachment, please provide:

- A detailed listing of proposed foods and/or menu.
- A list of Wholesalers/Suppliers and their addresses and phone numbers.
- Copy of supervisory employee's **PA Food Service Certification Card.**

Health License Specifics

1. All Health Licenses expire on December 31st of current year; they are not pro-rated.
2. A license is for that (establishment, stand/cart) at that location, for that owner. A license is **NOT** transferable. Any changes from the original application should be submitted to this office, in writing within 48 hours.
3. All licensed establishments, stand/cart must file an amended application before any equipment is changed, renovations occur or any extensive menu changes (25% of menu). Changes are subject to approval of this office.
4. All licensed establishments are subject to formal and informal inspections at any time. The results of a formal inspection are public domain and may be provided in a public forum.
5. All licenses are subject to suspension and revocation for failure to follow applicable laws and guidelines regarding food service and codes violations relating to the entire property containing establishment. Rules and regulations are available for review in the Office of Codes Administration, Suite 206 of the Martin Luther King, Jr., City Government Center, 10 N. Second Street, Harrisburg, PA 17101. Any changes, clarifications or additions, will be posted the first business day of each month.

I hereby acknowledge receipt of the Health License Application Packet. I have thoroughly reviewed all information and have willingly completed the application(s). I understand that the rules and regulations are available in the office of the Bureau of Codes Enforcement and have the opportunity to view them at any time. I acknowledge that all the information is true to the best of my knowledge and that I am an owner or authorized agent of the corporation. I further understand that any falsification of this document will result in it being null and void. It is to be noted that submission of a false statement to a public official, pursuant to Section 4904 of Title 18 of Pennsylvania Crimes Code, constitutes a misdemeanor of the third degree offense, punishable by a fine and imprisonment of not more than one year.

Owner/Applicant or Authorized Agent

Date

Print Name

Title

*******FOR OFFICIAL USE ONLY*******

If Street Vendor:

- ☐ Rules & Regulations Attached, front & back completed, attached sketch or picture and equipment/vendor list.
 - ☐ General License Application: \$50.00
 - ☐ Mercantile Application: \$40.00
 - ☐ Zoning/Fire Prevention: \$25.00
 - ☐ Health License: \$75.00
 - ☐ Application Fee: \$25.00
- Total Due: \$215.00**

Completed and sent to treasury by: _____ Date: _____

City of Harrisburg Vendor License Rules and Regulations

Updated June 26, 2002

1. You are NOT permitted to sell merchandise on City Island or any City Park without the written consent of Parks and Recreation (255-3020).
2. You are NOT permitted to sell on City Property, including all lots, without the written consent of the Department of Building and Housing Development (255-6480).
3. You are NOT permitted to sell on State (entire Capitol Complex) or Federal Property without the written consent of the Capitol Police or Federal Marshall.
4. Each individual selling merchandise must possess a Vendor License. If you have four (4) people working for you, each of them must have a vendor license.
5. You are required to have this form completed, with the permission from each property owner and approved by the City Department of Codes Administration and Tax Enforcement Office, PRIOR to conducting business at any location.
6. The property owner may revoke permission with a minimum of 24 hours written notice to both vendor and City Tax Enforcement Office, and in the case of a food Vendor, Health Office.
7. Your General Vendor License and/or Business Privilege & Mercantile License, Health License (where food is being served) and this form **must be Prominently Displayed at all times**.
8. You are not permitted to sell from a vehicle; your merchandise must be on a table, stand, etc. Food vendors must utilize carts and equipment meeting the criteria of the City Health Officer (255-6552).
9. You are permitted to operate your business within a business corridor. You are required to maintain a five (5) foot pedestrian right of way at all times. You are also responsible to maintain and clean the area around your stand/cart. You are also required to make arrangements for garbage removal and are not permitted to utilize public trash receptacles.
10. You are required to:
 - a. Maintain a distance of 15' from the entrance of a business;
 - b. Maintain a distance of 50' from another vendor or business with similar trade, i.e., hot dog cart in proximity of a restaurant;
 - c. You are required to maintain a distance of 500 feet from a City sponsored or sanctioned event. The majority of these events have rental spaces available.
11. If a storeowner or property owner requests you leave their property or if it is determined that you are creating a public nuisance, failure to comply with a request for you to move, may result in citation(s) for obstruction.

Please Note: Failure to abide by the aforementioned rules and regulations, in addition to all other laws, ordinances, rules and regulations may result in suspension of licenses and possible revocation. Whereas you are always permitted the right of appeal, suspension shall stand pending appeal. In addition, you may be barred from seeking any other licenses and merchandise and equipment may be confiscated. This constitutes notice and acceptance by signature on next page. No additional notice is required.

City of Harrisburg Vendor License Rules and Regulations Signature Page

NOTE: A page is required for every location!

I have reviewed the rules and regulation on the reverse side of this form and have no questions or concerns regarding them.

Business Name

Name of Owner / Agent completing Application

Signature

Date

Attach copy of two (2) forms of ID for vendor or verify the following from ID:

Picture ID Driver's License No. / State ID Card State: _____ License #: _____
2nd Form of ID _____

An individual form is required for each property you plan to locate in front of and must be completed and approved prior to you starting business from that location.

Stand / Cart Location: _____

Name of Property Owner: _____

Mailing Address: _____

Daytime Phone Number: _____ Cell: _____

Date Permission Starts: ____/____/____ Date Permission Ends: ____/____/____

(Note: Not to extend beyond one (1) year).

List any restrictions here, including but not limited to hours of operations, days, etc.: _____

Is a fee being charged for use of property? Yes ☐ No ☐

If yes, attach a copy of the written agreement/contract.

I, being owner or authorized agent of the above listed property, hereby grant aforementioned vendor permission to operate on or about my property. I understand that permission may be rescinded upon 24 hours written notice to City and Vendor.

Signature

Date

*******FOR OFFICIAL USE ONLY*******

Tax & Enforcement Administrator

Date

Health Officer / Codes Administrator

Date